



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
BOARD OF FUNERAL DIRECTORS AND EMBALMERS  
500 JAMES ROBERTSON PARKWAY, SECOND FLOOR  
NASHVILLE, TN 37243-1144  
Office: 615-741-5062; Fax: 615-532-1903  
[www.state.tn.us/commerce](http://www.state.tn.us/commerce)

## APPLICATION FOR FUNERAL DIRECTOR'S LICENSE By RECIPROCITY

Name: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Street Apt. #

\_\_\_\_\_ Social Security #: \_\_\_\_\_  
City State Zip

Mailing Address: (If different from  
above) \_\_\_\_\_

E-mail address: \_\_\_\_\_

❖ Please complete the sentence that applies:

Based on the Conference of Funeral Service Examining Boards, Funeral Service Arts Section (must have a passing score of 75% or greater) \_\_\_\_\_

1. I was originally licensed as a funeral director and still hold an active status in the State of \_\_\_\_\_, License No. \_\_\_\_\_, administered through the Conference of Funeral Service Examining Boards; or
2. I took the \_\_\_\_\_ State examination with a score of \_\_\_\_\_% on the Funeral Service Arts.

Please answer the following questions:

1. Are you currently under indictment? Yes ☐ No ☐
2. Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes ☐ No ☐  
If yes, Please explain \_\_\_\_\_
3. Are you a citizen of the United States? Yes ☐ No ☐  
If no, Which country? \_\_\_\_\_
4. Are you protected against communicable diseases (**through education or immunization**)? Yes ☐ No ☐
5. Has license to practice (as funeral director or embalmer) in this or any other state ever been disciplined? Yes ☐ No ☐  
(If yes, Please explain): \_\_\_\_\_

I understand that any license granted to me may be revoked by the Board for non-compliance of the Laws of Tennessee, the Rules and Regulations of the Board or any false statement in my application.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Applicant

State of \_\_\_\_\_ County of \_\_\_\_\_ personally appeared before me, the person whose name appears above, and made oath that all information given is true to the best of their knowledge, executed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ .

NOTARY SEAL

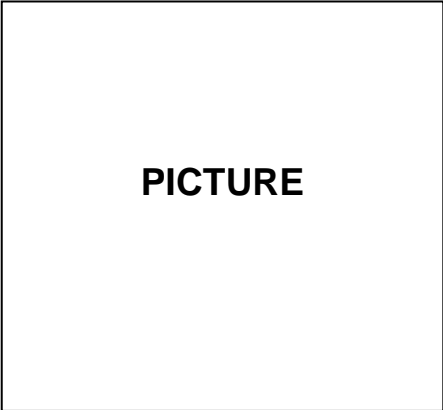
\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

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**THE FOLLOWING MUST ACCOMPANY THE APPLICATION:**

- 1. A recent photograph of yourself
- 2. The application fee (\$200.00)
- 3. Two letters of reference from a licensed funeral director and/or embalmer, **on letterhead and originally signed**



**IN ADDITION TO THE ABOVE REQUIRED INFORMATION:**

- ❖ Please have a certified copy of your transcript sent to the Board office from the high school.
- ❖ If you did not graduate from mortuary school, please attach a certified copy of a high school transcript or a copy of diploma or a notarized letter from the school attesting to your graduation.
- ❖ Have the State Board send a certified form of verification of licensure.
- ❖ Make sure that the National Conference Board is sending the Board a copy of your scores

**BEFORE THE ISSUANCE OF A FUNERAL DIRECTOR'S LICENSE THE FOLLOWING REQUIREMENTS MUST BE MET: (In the following order)**

- 1) You must pass the State Law Examination (You will be notified of the next scheduled exam).
- 2) You then must appear before the Board for a Personal Interview.
- 3) Upon application approval, you must pay a licensure fee (\$275.00).

The Department of Commerce and Insurance/Board of Funeral Directors & Embalmers are an equal opportunity, equal access, affirmative action board. Applicants for licensure with disabilities who require special accommodations or alternate communication formats should contact the Director of the Funeral Directors & Embalmers Board, 500 James Robertson Parkway, 2<sup>nd</sup> Floor, Nashville, Tennessee 37243, Phone (615) 741-5062, TDD (615) 741-7190, prior to scheduled examination so that reasonable accommodations can be made.